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GOVERNOR

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THE ADJUTANT GENERAL  
MAJOR GENERAL DAVID P. RATA CZAK  
DIRECTOR

AZAA-HR

31 JANUARY 2007

MEMORANDUM FOR All Technician and Supervisors of Technicians

SUBJECT: Policy for Advancing Sick Leave to Technicians

1. References: 5 CFR, Part 630.401; Technician Personnel Regulation 990-2, B630.S4; Local Labor Agreements
2. Sick leave becomes available at the beginning of the pay period in which it is earned. Supervisors have an obligation to ensure that sick leave is used appropriately. In cases of serious disability or illness permanent, indefinite or temporary technicians may request advancement of sick leave. Technicians serving on time limited appointments may only be advanced a total amount of sick leave which would otherwise be earned during the term of the appointment. (The trial period of a permanent status employee is not considered a time limited appointment.) The maximum hours that may be advanced at any one time are **240 hours or 30 days per leave year.**
3. At the discretion of the agency, an employee may be advanced a maximum of 30 days (240 hrs) of sick leave (or a proportional amount for an employee on a part-time schedule or uncommon tour of duty) in case of a serious health condition or to provide care for a family member with a serious health condition. A medical certificate or other administratively acceptable evidence is required as documentation to support use of advanced sick leave under the FMLA. An employee is entitled to use up to 13 days sick leave for general family care or bereavement purposes in a leave year if the employee has the sick leave available. At the discretion of the agency, an employee may be advanced up to 13 days (104 hours) of sick leave each leave year (or a proportional amount for an employee on a part-time schedule or uncommon tour of duty) for family care or bereavement purposes.
4. All the following conditions will be met before advanced sick leave can be approved:
  - a. Technicians will request advancement of sick leave along with a medical certificate to cover the period of sick leave requested. (Lengthy absences usually require a greater amount of documentation.)
  - b. All available accumulated sick leave must be exhausted before advancement.
  - c. All annual leave that would otherwise be forfeited at the end of the leave year will be used.
  - d. All compensatory leave will be used before advancement.

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- e. Supervisors must be reasonably assured that the technician will return to duty for a sufficient length of time to earn (repay) the advanced sick leave (i.e. over 2 years to repay an advance of 240 hours). Supervisors should not advance sick leave in cases where there is no likelihood that the employee will return to work. If the employee retires on a disability, the indebtedness resulting from advanced sick leave is forgiven. Employees who otherwise separate from Government Service before repaying advanced sick leave will incur a debt owed to the Government at the time of separation.
- 5. Technicians will send requests for advanced sick leave along with required documentation to their immediate supervisor. If the immediate supervisor recommends approval, the request will be forwarded for final approval by the appropriate supervisory level.
    - a. ARNG: Brigade Commanders/Administrative Officers will be final approval authority for all technicians within their Brigade. Deputy Chiefs of Staff will be final approval authority for all technicians within their sections. Chief of Staff will be the final approval authority for Brigade Commanders/Administrative Officers, Deputy Chiefs of Staff, and Command Group personnel.
    - b. ANG: Executive Staff Officer (ESSO); Air Guard Commanders or designated representatives.
    - c. Human Resources Office: Human Resources Officer
  - 6. Copies of approved advanced sick leave requests will be forwarded to the local payroll office for appropriate action and maintenance of the employee's leave account.
  - 7. Local Labor Agreements, if applicable, must be reviewed when administering any aspect of the leave program.
  - 8. Questions or comments regarding the leave administration program may be addressed to Mary Campbell, Human Resources Specialist (Employee Relations), (602) 629-4834 or DSN 853-4834.

FOR THE ADJUTANT GENERAL:



SUSAN L. WEHRLE, Colonel, AZ ANG  
Human Resources Officer